

# Navigating the Field Trip Module

RiskWare user guide



# About this guide

## What is RiskWare

RiskWare is a web-based application that can be accessed any time of day, on or off campus and is used to manage information and actions relating to incidents, hazards and risk assessments. It enables employees to:

- Report an incident for themselves or someone else, with or without an injury
- Report a hazard for themselves or someone else
- The option of requesting confidentiality when reporting on incidents
- Registering risks
- View the risk register
- Register a field trip

## What is the RiskWare field trip module

The RiskWare field trip module allows users to plan, assess and manage risks for their upcoming off-campus activities in an easy-to-use system. The module streamlines approvals, communication and safety management

## Relevant documents

Refer to the below WHS documents in relation to field trips:

- [WHS-PRO-015 Field Trip Procedure](#)
- [WHS policies and procedures relevant to your activity](#)

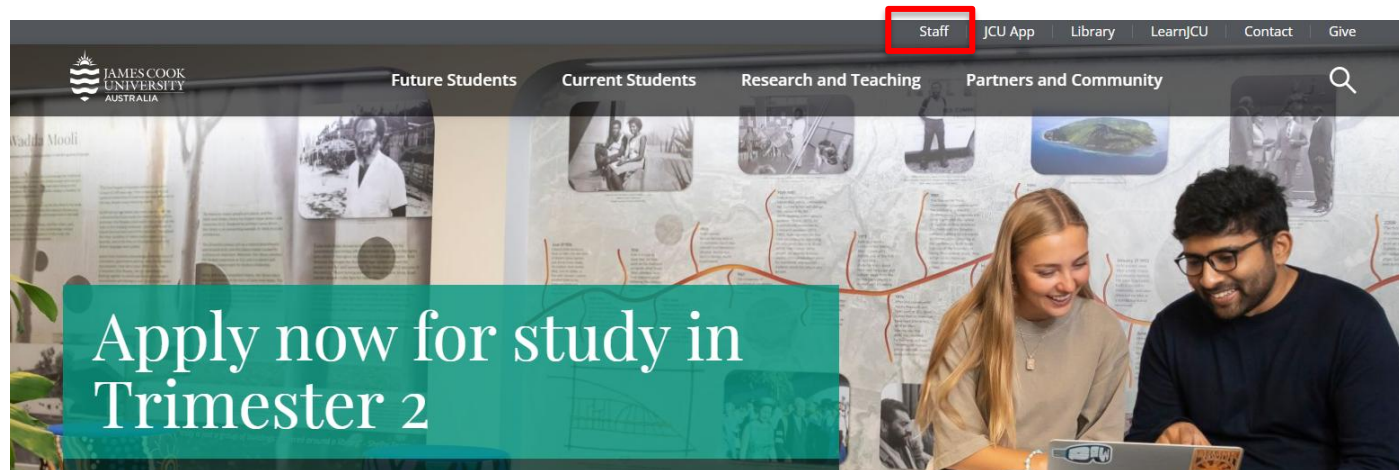
# Accessing RiskWare

## Logging into RiskWare

The link to RiskWare is available through the [JCU website](#)

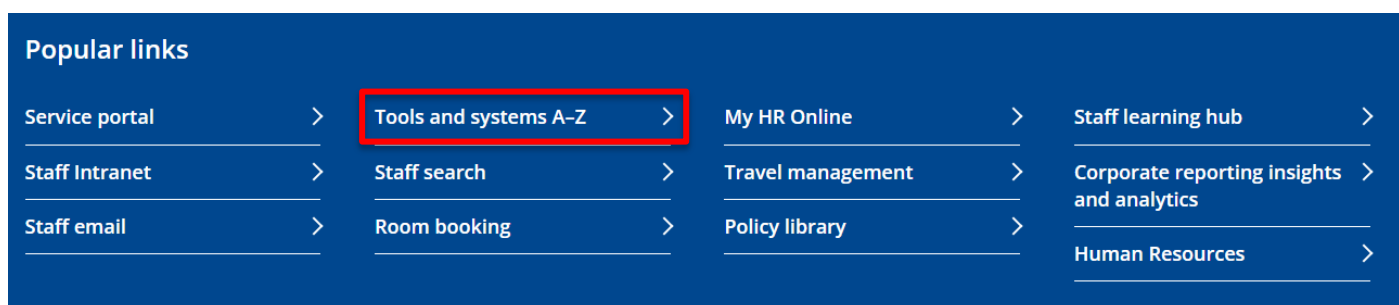
### STEP 1

Open your internet browser to the **JCU Homepage** and click on **Staff**



### STEP 2

Under **Popular links**, select **Tools and systems A – Z**



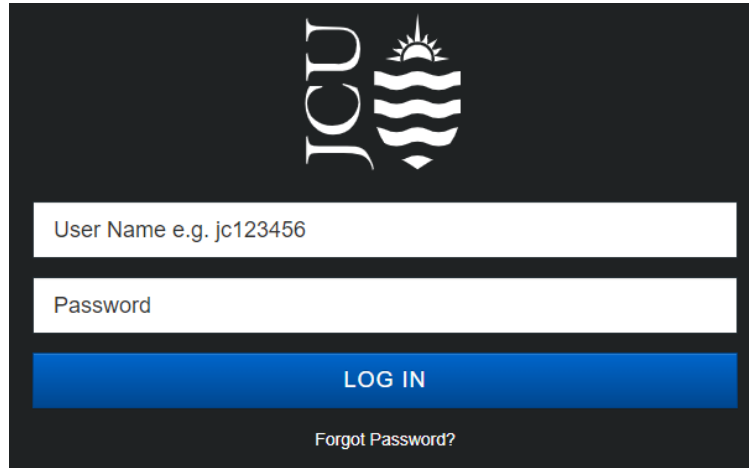
### STEP 3

Scroll down to *R* and select **Riskware (Risk Management System)**

### STEP 4

Log into the system using your JC/JD log in credentials

**NOTE:** Ensure that you have registered for Multi-Factor Authentication (MFA) prior to attempting to log into the system

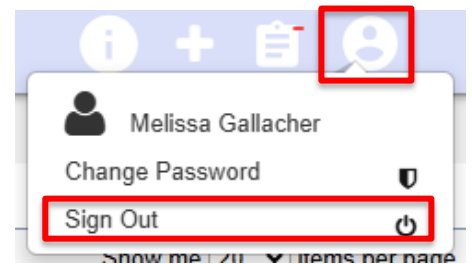


The image shows a login screen for RiskWare. At the top, there is a logo with the letters 'JCU' and a sun emblem. Below the logo, there are two input fields: 'User Name e.g. jc123456' and 'Password'. A blue button labeled 'LOG IN' is positioned below the password field. At the bottom of the screen, there is a link that says 'Forgot Password?'.

### Exiting RiskWare

To safely exit the program, use the **Sign out** option located in the top right-hand corner of the navigation screen under your profile

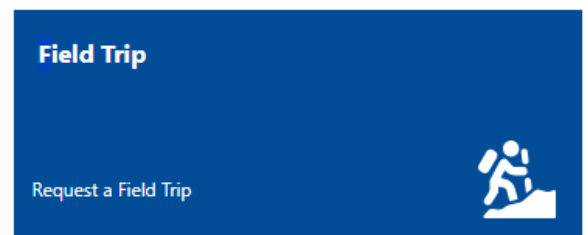
Click the icon and select **Sign Out**



## Navigating the field trip module

### Locating the field trip module

Once you have logged into the system, navigate to the Field Trip module



## Field trip register

The following displays the register screen for all logged field trips

The screenshot shows the 'Field Trip Register' interface for James Cook University Australia. At the top, there is a navigation bar with the university logo and the title 'Field Trip Register'. Below this is a toolbar with eight buttons: Back, New, Filter, Refresh, Print, Export, and Help, each with a corresponding number (2-8) above it. A search bar labeled 'Field Trip' is located below the toolbar. Below the search bar is a filter menu with tabs for 'Active', 'My Drafts', 'All', 'Archived', 'My Peer Reviews', and 'Invite'. The 'Active' tab is selected and highlighted with a red box and a callout '1'. To the right of the filter menu is a 'Show me 20 items per page' dropdown. The main content is a table with columns: Ref., Type, Start Date, End Date, Status, Field Trip Leader, Destination, Risk Assessment (Current and Residual), and Commands. The table contains ten rows of field trip data.

| Ref. | Type                              | Start Date | End Date   | Status   | Field Trip Leader | Destination   | Risk Assessment |          | Commands |
|------|-----------------------------------|------------|------------|----------|-------------------|---|-----------------|----------|----------|
|      |                                   |            |            |          |                   |   | Current         | Residual |          |
| 8836 | Remote                            | 10/05/2026 | 20/05/2026 | New      | Elle Robertson    | Olga Downs Station  | Yellow          | White    | ...      |
| 8834 | Other                             | 29/04/2026 | 29/04/2026 | Approved | Nigel Breen       | James Cook University property Fletcherview                 | Green           | Green    | ...      |
| 8833 | Other                             | 6/05/2026  | 6/05/2026  | New      | Jamie Ahearn      | Munro Plains Wetland, Tully                                 | Yellow          | White    | ...      |
| 8830 | Remote                            | 4/05/2026  | 8/05/2026  | Approved | Conrad Hoskin     | Gloucester Island   | Yellow          | Yellow   | ...      |
| 8827 | Remote                            | 28/04/2026 | 28/04/2026 | Approved | Stuart Worboys    | Mt Bellenden Ker  | Yellow          | Yellow   | ...      |
| 8826 | Remotely Piloted Aircraft (Drone) | 4/05/2026  | 6/06/2026  | New      | Emmeline Norris   | Atherton Tablelands, Daintree, Cassowary Coast              | Yellow          | Yellow   | ...      |
| 8825 | Remote                            | 7/04/2026  | 1/09/2026  | New      | Philip Haig       | Bowling Green Bay National Park, Cape Upstart National Park | Yellow          | Yellow   | ...      |
| 8824 | Other                             | 26/04/2026 | 26/04/2026 | Approved | Juliet Saltmarsh  | Watsonville   | Green           | Green    | ...      |
| 8823 | Remote                            | 27/04/2026 | 29/04/2026 | Approved | Scott Macor       | Mount Bartle Frere  | Yellow          | Yellow   | ...      |
| 8822 | Boating and Diving                | 5/05/2026  | 16/05/2026 | Approved | Caitlin Smith     | Coastline between Yorkeys Knob and Russell Heads            | Yellow          | Yellow   | ...      |

- 1 This section allows you to break down filed trips that are relevant to you
- 2 The back button returns you to the main page
- 3 The New button allows you to create a new Field Trip
- 4 The Filter button opens in a new screen and allows you to search for specific field trips you have previously created
- 5 The Refresh button updates your page
- 6 The Print button allows you to print/download a copy of the Register
- 7 The Export button allows you to download a copy of the Register in Excel format
- 8 The Help button provides additional information

# Creating a new field trip

The following outlines the process for creating field trips within the system

## STEP 1

Select the **+ New** icon within the Field Trip Register to log a new field trip



Once open, if you need to save your information and complete it at a later time, select **Draft** from the top toolbar






To view your draft field trips, select **My Drafts** from the main Register page



## STEP 2

Complete the information about your field trip as required. A red asterisk \* will appear for all fields that are mandatory to be completed

| Field  | Description   |
|--|---|
| Field trip name  | Provide a brief name for your field trip with the task you are undertaking  |
| Field trip description   | Enter a detailed description of your activities that will be undertaken in your field trip. You can also include the locations and any equipment you will be using here   |
| Field trip leader <ul style="list-style-type: none"><li>Name</li><li>Email</li><li>Phone number</li><li>Business Unit</li><li>Emergency Contact</li><li>Contact Number</li></ul> | Enter the name and contact details of the person authorised to lead the field trip. Ensure that all details, including emergency contact are current and operational  |
| Field trip business unit   | Search for and enter your <b>business unit</b> (BU) using the magnifying glass icon    |
| Field trip destination   | Enter the destination of your field trip  |
| Field trip type  | Select the activity that <b>best describes</b> your field trip from the list provided   |
| External reference number  | If the trip involves boating or diving, please enter the MyRegister trip number   |
| Field trip dates   | Use the calendar picker to select the start and end dates of your journey    |
| Field trip approver <ul style="list-style-type: none"><li>Name</li><li>Email</li><li>Phone number</li></ul>  | In this section you must enter the name of your direct supervisor at JCU. This person has the overall authority to approve your field trip<br><br>If their name does not automatically populate or it is incorrect, select the magnifying glass and search for the correct person  |
| Communications person <ul style="list-style-type: none"><li>Name</li><li>Email</li><li>Phone number</li></ul>  | This section will pre-populate with your managers details. If they are expected to be on the trip, you will need to change them to a JCU staff member who will not be a participant. This person will also need to be available for the entire duration of your trip  |
| Acknowledgement  | Tick the box to confirm you have provided a contact person for your trip and have agreed on a communications plan   |




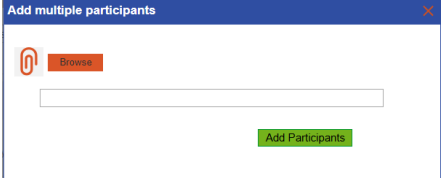
Select **Next**

### STEP 3

| Field                        | Description  |
|------------------------------|--|
| Select activities undertaken | <p>Click the <b>+ button</b> against each category to select all the activities that will be undertaken during your journey</p> <p>This information will populate into your risk assessments in the field below</p>  |
| Risk assessments             | <p>Click on <b>Find Risk Assessment</b> and search for the relevant assessment</p> <p>Once located, select the relevant line and the assessment will be added</p> <p>If this activity does not have a risk assessment already completed, select <b>Create Risk Assessment</b> and follow the steps to create a new risk assessment. Note that this will open in a new tab</p> <p>Once completed, your risk assessment will be added to your field trip</p> |
| Acknowledgement              | Tick the box to confirm  |

Select **Next**

### STEP 4

| Field   | Description   |
|---|---|
| <p>First aider</p> <ul style="list-style-type: none"> <li>Name</li> <li>Email</li> <li>Phone number</li> <li>Emergency contact</li> <li>Contact number</li> </ul>   | <p>Click the <b>+ Add a First Aider</b> button to enter the details of the person who will be acting as your First Aid Officer on the trip</p> <p>Use the magnifying glass to search for the person and select their name to add. Ensure you include their phone number and emergency contact details if not pre-loaded </p> <p>You will also need to ensure that your First Aid Officer has their current First Aid and CPR certificates. Expiries for these are:</p> <ul style="list-style-type: none"> <li>CPR – 12 months</li> <li>First Aid – 36 months (<i>3 years</i>)</li> </ul> <p>If any of these are not current, then they will need to refresh them before the trip or an alternate First Aid Officer will need to be selected</p>                                    |
| <p>Participants</p> <ul style="list-style-type: none"> <li>Name</li> <li>Employee ID</li> <li>Email</li> <li>Phone number</li> <li>Emergency contact</li> <li>Contact number</li> <li>Activities</li> </ul> | <p>Click on the <b>+ Add a Person</b> button to enter the details of all those who will be participating on the field trip at any capacity. Ensure you enter all their details</p> <p>Select the magnifying button next to activities to select what activities they will be participating in. Note that the list of activities will be pre-populated based on your earlier selection </p> <p>To add a class, navigate to the top menu and select <b>+ Add Class</b> </p> <p>A pop-up will then open. Search for your csv file with all personal details included and select <b>Add Participants</b></p>  |

| Field | Description |
|-------|-------------|
|       |             |

Select **Next**

### STEP 5

Complete the journey details that are relevant to your field trip. You will need to ensure that you add an entry for each destination of your journey

| Field                                | Description  |
|--------------------------------------|--|
| Start date                           | Select the start date of your field trip for that journey using the calendar icon  |
| Start time                           | Use the drop-down to select the <b>start time</b> of your journey in AM/PM format  |
| Start location                       | Use the magnifying glass to search for your <b>starting location</b><br>You can search by address or coordinates if more appropriate for remote trips<br>Drag the red pointer to the appropriate location. Click <b>Save</b> |
| Highest risk activity                | Use the drop-down to select the activity with the <b>highest risk</b> on that leg of the journey   |
| End date                             | Select the <b>end date</b> of your field trip for that journey using the calendar icon   |
| End time                             | Use the drop-down to select the <b>end time</b> of your journey in AM/PM format  |
| End location                         | Use the magnifying glass to search for your <b>destination</b><br>You can search by address or coordinates if more appropriate for remote trips<br>Drag the red pointer to the appropriate location. Click <b>Save</b>       |
| Is reporting method required         | Use the drop-down to confirm if a reporting method is required<br><i>If No is selected, proceed to Non-Contact Response</i>  |
| Reporting method                     | From the drop-down, identify the <b>communication method</b> that will be used   |
| Report in date                       | Select the date that you will <b>report in</b> using the calendar icon   |
| Report in time                       | Use the drop-down to select the <b>time</b> you will be checking in using the AM/PM format   |
| Time zone                            | Identify the <b>time zone</b> that applies to your destination location  |
| Reports to                           | Click on the magnifying glass to select the <b>name</b> of the person you will be reporting into   |
| Frequency                            | From the drop-down, select the <b>frequency</b> that you will be reporting in  |
| Non-contact response name and number | This field is optional but can be used if contact has not been made  |

Once all relevant information has been added, select **Add**

Repeat this process for all steps of your journey. Once a journey is added, it will appear at the bottom of the page

| Start Date/Time  | Start Location                               | Highest Risk Activity       | End Date/Time    | End Location                                 | Report in Date/Time     | Report To         | Reporting Method | Reporting Frequency | Field Contact Name |  |
|------------------|--|-----------------------------|------------------|--|-------------------------|-------------------|------------------|---------------------|--------------------|--|
| 10/05/2026 08:00 | 1 James Cook Dr, Douglas QLD 4814, Australia | Vehicle use                 | 10/05/2026 17:00 | Richmond QLD 4822, Australia                 | 10/05/2026 17:00 (AEST) | Sebastian Hoefler | Text Message     | Daily               | Will Harrington    |  |
| 10/05/2026 17:00 | Richmond QLD 4822, Australia                 | Remote/ isolated activities | 20/05/2026 08:00 | Richmond QLD 4822, Australia                 | 20/05/2026 08:00 (AEST) | Sebastian Hoefler | Text Message     | Daily               | Will Harrington    |  |
| 20/05/2026 08:00 | Richmond QLD 4822, Australia                 |                             | 20/05/2026 17:00 | 1 James Cook Dr, Douglas QLD 4814, Australia | 20/05/2026 17:00 (AEST) | Sebastian Hoefler | Text Message     | Daily               | Will Harrington    |  |

Select **Next**

### STEP 6

| Field       | Description   |
|-------------|---|
| Vehicles    | Select + <b>Add a Vehicle</b> to add any vehicles that you will be using as part of your journey. A pop-up window will appear. Enter the details as required and select Save<br><br>You will need to do this for all vehicles you use during your journey |
| Attachments | Attach any relevant documents in this section   |
| Notes       | Add any relevant notes. A pop-up window will appear. Enter the information and select <b>Save</b>   |

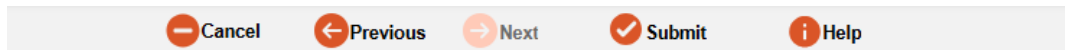
Select **Next**

### STEP 7

This section advises you are about to submit your field trip

- To submit, click the **Submit** button
  - Email notifications will then be automatically distributed to the relevant approvers
- To review your information and make adjustments, select the **previous** button
- To save it as a draft, click the **previous** button and then select **Draft**

If any changes are to be made after submission, a note can be added to the log to advise the approver of the change



\* You are about to request a Field Trip

To complete this process, please follow the instructions below

To submit your request, click the button (located on the toolbar).

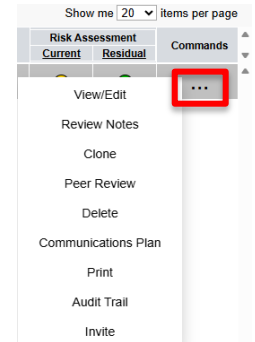
To review your information click the button (located on the toolbar).

# Actions for existing field trips

Once you have created a field trip and saved your draft, you are able to complete additional actions

## STEP 1

Click on the ellipsis (3 dots) to open the additional actions. In this section, you will be able to:



| Action              | Description  |
|---------------------|--|
| View/Edit           | This section opens your field trip information and allows you to make any necessary changes or comments through the Review panel   |
| Review Notes        | This section opens a pop-up window where you will be able to view any comments made through the <a href="#">Review a field trip</a> section  |
| Clone               | This action allows you to copy an existing field trip to make a new version. You may use this option if you are going on a trip that has previously been created/submitted<br><br>Cloning will create a new reference number for your field trip   |
| Peer Review         | This section allows you to invite others to review and comment on the proposed field trip prior to submission. Note that this may be a requirement for your department, so ensure you always consult with your supervisor before submitting<br><br>View the <a href="#">Requesting a peer review</a> section below to complete this task |
| Delete              | This option allows you to delete your field trip. Note that this action cannot be undone   |
| Communications Plan | This section opens up the communications plan for the field trip and displays the journey path<br><br>To edit this section, you will need to do so through <b>View/Edit</b>  |
| Print               | This option will allow you to print/download a copy of your field trip   |
| Audit Trail         | This feature displays a detailed history of all actions taken by all users based on date/time  |
| Invite              | This option allows you, managers or approvers to invite users to view the field trip. Invitees will have the ability to view the field trip details from the invite view on the register until the field trip has been closed<br><br>View the <a href="#">Inviting others to view</a> section below to complete this task                |

# Reviews

Reviews allow users to assign permissions to others in order to review the proposed field trip prior to submission. When choosing who to assign your review to, ensure they have knowledge of the requirements of the risk assessment and the field trip activities

## Inviting others to view

This process allows you to invite other users involved in the management of the trip or to notify participants. Inviting others to view the field trip further ensures that all parties are aware of the risks and the proposed controls. Note that this process is different to [Requesting a peer review](#)

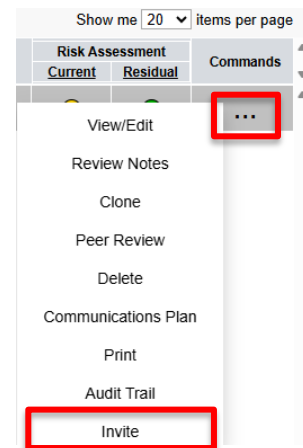
### STEP 1

Locate your field trip

### STEP 2

Under Commands, select the **ellipsis** (3 dots) beside the relevant field trip

Select **Invite**



### STEP 3

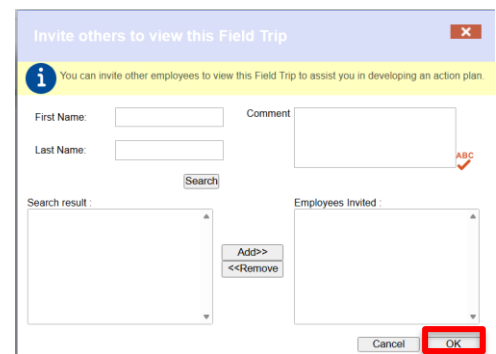
Search for the name of the person/s you wish to invite

Select their name and click **Add**

Repeat this step for each person you wish to invite

Once all names are entered, select **OK**

An email notification will then be sent to the users you selected, inviting them to view the field trip

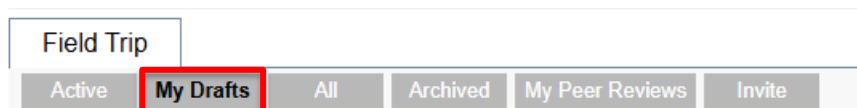


## Requesting a peer review

This process allows you to request another user to review and provide feedback on the proposed field trip. You are only able to ask for a peer review if the trip is in draft status

### STEP 1

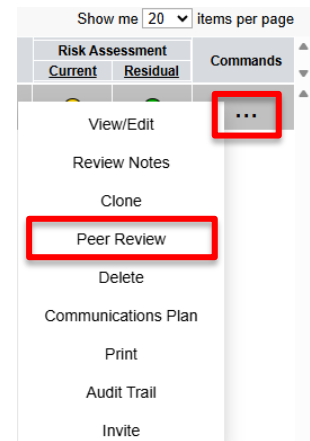
Select **My Drafts** from within the Field Trip Register



## STEP 2

Under Commands, select the **ellipsis** (3 dots) beside the relevant field trip

Select **Peer Review**



## STEP 3

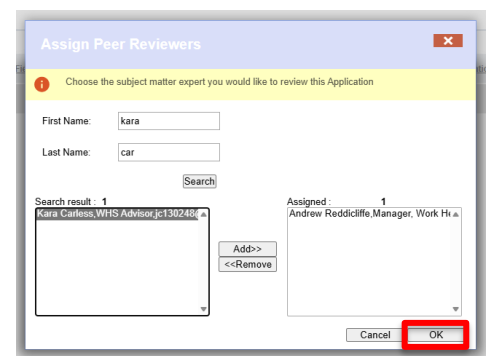
Search for the name of the person/s you wish to review the field trip

Select their name and click **Add**

Repeat this step for each person you wish to provide a review

Once all names are entered, select **OK**

An email notification will then be sent to the users you selected requesting them to review



## STEP 4

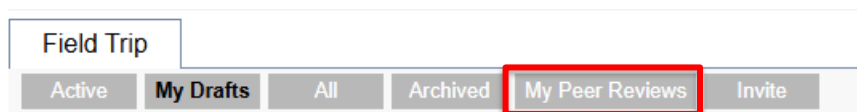
Once the review has been completed, you will receive an email notification advising you of any new comments. You will be able to log into the system to view these comments

## How to review a field trip as a peer reviewer

The process allows you to provide comments about a field trip that has been assigned to you. You will receive an automated email when you have been assigned as a peer reviewer

## STEP 1

To review a field trip that has been assigned to you, navigate to the Field Trip Register and select **My Peer Reviews**



All field trips that have been assigned for you for review will be listed in this section

## STEP 2

Navigate to and open the relevant field trip to view and provide comments

Use the **Next** and **Previous** buttons to navigate through the field trip

### STEP 3

Use the **Review Notes** section to provide any comments and suggestions about the field trip

Enter your information and select **Post**. Once posted, your comments will be displayed in the side panel, an email will be sent to the field trip logger and will also be recorded in the Review Notes and Audit Trail

Ensure that you are as specific as possible in your comments to avoid confusion

Review Notes ✕

Melissa Gallacher  
01:38 PM 07/05/2026  
More about the description - where are you going? what are you doing? etc.

Melissa Gallacher  
01:38 PM 07/05/2026  
Expand on the title

| Field Trip  | Audit       | Note              | Attach  |
|-------------|-------------|-------------------|---|
| Actioned On | Action      | Actioned By       | Action Details  |
| 07/05/2026  | View        | Melissa Gallacher | Melissa Gallacher viewed this Field Trip  |
| 07/05/2026  | Peer Review | Melissa Gallacher | Melissa Gallacher added peer review note [More about the description - where are you going? what are you doing? etc.] |
| 07/05/2026  | Peer Review | Melissa Gallacher | Melissa Gallacher added peer review note [Expand on the title]  |
| 07/05/2026  | View        | Melissa Gallacher | Melissa Gallacher viewed this Field Trip  |
| 07/05/2026  | View        | Melissa Gallacher | Melissa Gallacher viewed this Field Trip  |
| 07/05/2026  | View        | Melissa Gallacher | Melissa Gallacher viewed this Field Trip  |
| 07/05/2026  | View        | Melissa Gallacher | Melissa Gallacher viewed this Field Trip  |
| 30/04/2026  | View        | Melissa Gallacher | Melissa Gallacher viewed this Field Trip  |
| 30/04/2026  | Create      | Melissa Gallacher | Melissa Gallacher Cloned this Field Trip from the Field Trip with Reference Number 8839                               |

# Finalising the field trip

## Approve/reject the field trip

Once a field trip has been submitted, the field trip approver has viewing access through the Field Trip Register and will be able to:

- **Approve** the field trip
  - Select the **Approve** icon (*hands up*) and add note
- **Reject** the field trip
  - Select the **Reject** icon (*hands down*) and add note